

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Office/Department Name]
[Department of Unemployment Benefits]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding Unemployment Benefits

I hope this letter finds you well. I am writing to inquire about my unemployment benefits application submitted on [Date of Application]. My Social Security Number is [Last Four Digits of SSN].

I would appreciate any updates regarding the status of my claim and any additional information required from my side to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]